

OTS GEMS

Helpful Hints

Technical Assistance – Call OTS at 916-509-3046– Kimberly Glenn – 9am to 4pm

Questions can be emailed to OTSGrants@ots.ca.gov

Application Deadline – January 30, 2017



How to Apply for OTS Grants

- www.ots.ca.gov
- Click on Grants
- Click on Apply Now
- First Time Users
 - Click Register
 - Enter Agency name in lookup
 - If you cannot find your Agency, please contact OTS to have your Agency added to the lookup on the Registration page
 - Each agency/department is allowed up to 5 active registered users
- Returning Users
 - Type your Username and Password
 - Click Sign In

GEMS Home Screen

- Username will be displayed in top right corner
- Application history will appear on the left OTS box
- Grant history will appear on the right top of the OTS box
- Claim history will appear on the right bottom

Create a new Grant Application

- After clicking the New button you will be taken to the Application Information screen
- Select the appropriate Application Type from the dropdown list
- Use the looking glass icon  to lookup Agency, Department, and Authorized Representative
- Enter your 9 digit DUNS Number
- Use the Calendar icon  to enter the DUNS expiration date
- Enter the DUNS Registered Address, City and DUNS ZIP+4
- Once you have populated the * required information, click Check for Errors to validate that you have completed the Application Information
 - Click Next to proceed with the Application
 - Or Click Save & Exit to return to the Home Screen

APPLICATION SUMMARY

Ensure that problem statement includes data driven justification/problem identification.

PROPOSED SOLUTION

The easiest way to complete this section is to copy and paste the questions from each section (Strategies, Agency Qualifications, and Program Sustainability), then answer each question.

GOALS

Goals are pre-populated for GME applications.
Other goals can be added, but are not required.

OBJECTIVES

Objectives are pre-populated for GME applications.
They are all set to yes. Select “edit all” to update “yes” or “no.”
To update separately, click the pencil icon to edit.
For General Applications - you can add “applicant defined objectives.”
Insert target numbers for objectives (example: 4 DUI checkpoints).
For objectives that don’t need target numbers, leave blank (example: kick-off press releases).

METHOD OF PROCEDURE

GME Applications --Standard language is pre-populated. This tab must be viewed even if no changes are made.
Additional tasks can be added, if needed, but are not required.
For General Applications – add narratives for this section.

BUDGET

Notes:

One line item is already added for each cost category. If there are no expenses for a certain cost category, type None in the “item name”. All “none” line items must have a display number.

The following display numbers are associated with each cost category

- 100 – Personnel Costs
- 200 – Travel Expenses
- 300 – Contractual Services
- 400 – Equipment
- 500 – Indirect Costs

Personnel Costs

Positions

- If requesting positions, enter a separate line item for the position and one line item for the benefits.
- Benefits – do not include a benefit rate unless it is its own line item.
- List all positions first, then click “edit all” to enter the display numbers.
- Example – Traffic Officer – display will be 100, Benefits will be 100.1.

Overtime

- For STEP GME – if selecting pre-populated enforcement activities, you don’t need to insert anything in the “item name” or “narrative.”
- Benefits – Under Enforcement Activity, select “Other”, in the item name, type “Benefits/% for OT” ... also type “1” under Unit Name.

Travel Expenses

Cost Category – Travel Expenses

Standard language – In State Travel

Add amount – Unit Cost

Unit – enter 1

Contractual Services

For items other than standard language, you must enter an “item name” and “narrative”

Example – For a Consultant -- Standard Language Item is None, Item Name is Consultant

Equipment

If the equipment item is not listed in the “Standard Language Item List,” select” None”, then type the name of the requested equipment in the “item name.”

Indirect Costs

Item Name – (Example, 15% of Salaries and Benefits)

Indirect Rate – (Example, 15%)

Amount subject to Indirect – (Example, \$50,000 – (amount of salaries and benefits)

EVALUATION, SUPPORT, AND SUBMITTAL

From this screen, you can print and submit your application.

Once the application is submitted, it can be viewed on your GEMS home screen, but not edited.